

3D MEDICAL COMMAND

REQUEST FOR ORDERS FORM

DATE: _____

NAME: _____
(LNAME) (FNAME) (MI) (RANK)

SSN: _____ DUTY SECTION: _____

HOME PHONE: _____ WORK PHONE: _____

DUTY

NUMBER OF DUTY DAYS: _____ PROCEED DATE: _____

REPORT DATE: _____ REPORT TIME: _____ VOCO DATE: _____

DUTY TYPE: (CIRCLE ONE) AT ADSW ADTS ADTO TRAVEL RMA ATA

DUTY DESCRIPTION: _____
(PLEASE BE SPECIFIC ON DUTY DESCRIPTION)

DUTY LOCATION: _____
(MILITARY INSTALLATION OR CITY & STATE IF DUTY IS NOT AT INSTALLATION)

GOVERNMENT CREDIT CARD HOLDER? YES NO (CIRCLE ONE)

TRAVEL MODE

PLEASE CIRCLE ONE: PRIVATE COMMERCIAL GOVERNMENT

PLEASE CIRCLE ONE: AUTO PLANE BUS RAIL VESSEL

COMMERCIAL FARE (\$AMT, OR N/A) _____

ONE WAY (POV) MILES TO DUTY SITE: _____ RENTAL CAR AUTH: YES NO
(CIRCLE ONE)

SPECIAL INSTRUCTIONS/CODES

I UNDERSTAND THAT, ALTHOUGH AT THE COMPLETION OF MY TOUR, I MAY BE WITHIN 2 YEARS OF QUALIFYING FOR AN ACTIVE DUTY RETIREMENT UNDER 10 USC 1293, 3911 OR 3914. IT IS CURRENT ARMY POLICY THAT I WILL BE RELEASED FROM ACTIVE DUTY AT THE COMPLETION OF MY TOUR UNLESS MY CONTINUED RETENTION ON ACTIVE DUTY IS CONSIDERED IN THE BEST INTEREST OF THE ARMY BY THE ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS). I HEREBY CONSENT TO BEING ORDERED TO ACTIVE DUTY FOR THE PERIOD INDICATED AND CONSENT TO MY RELEASE FROM ACTIVE DUTY AT THE COMPLETION OF MY TOUR.

SIGNATURE OF SOLDIER

SIGNATURE OF OIC/NCOIC

SIGNATURE OF APPROVER

(OFFICIAL USE ONLY)

REQ CONTROL NUMBER: _____ INPUT BY: _____ DATE: _____

All Previous Editions are Obsolete, 27 Jan 03

ADDITIONAL INSTRUCTIONS TABLE

ADDTL INSTR CODE	ADDITIONAL INSTRUCTION TEXT	INSTRUCTION CONFLICT CODE
1	FAILURE TO COMPLY WITH THIS ORDER VIOLATES UCMJ.	
2	IF YOU CANNOT PERFORM THIS DUTY, NOTIFY YOUR UNIT IMMEDIATELY	
3	SOLDIER MUST PASS APFT AND MEET WEIGHT STANDARDS UPON REPORTING	
4	VARIATION(S) IN ITINERARY IS AUTHORIZED	
5	LODGING SUCCESS AREA CALL 1-800-GO ARMY 1 FOR LODGING	
6	DUTY IS INSIDE OF COMMUTING DISTANCE (OUTSIDE CORPORATE LIMITS)	0708
7	DUTY IS OUTSIDE OF COMMUTING DISTANCE	0608
8	DUTY IS INSIDE CORPORATE LIMITS (TRANSPORTATION IS NOT PAYABLE)	0607
9	GOVERNMENT QUARTERS ARE AVAILABLE AND DIRECTED	1011
10	GOVERNMENT QUARTERS ARE AVAILABLE NOT DIRECTED	0911
11	GOVERNMENT QUARTERS ARE NOT AVAILABLE OR DIRECTED	0910
12	GOVERNMENT MEALS ARE AVAILABLE AND DIRECTED	131415
13	GOVERNMENT MEALS ARE NOT AVAILABLE OR DIRECTED	121415
14	SUBSISTENCE IN KIND - MEALS COLLECTED BY PAYROLL DEDUCTION	121315
15	PARTIAL GOVERNMENT MEALS ARE AVAILABLE AND DIRECTED	17181920212223
16	GOVERNMENT TRANSPORTATION IS DIRECTED	16181720212223
17	GOVERNMENT TRANSPORTATION IS REQUESTED (GTR) IS DIRECTED	16171929212223
18	POC AUTHORIZED (LIMITED TO COST OF CONSTRUCTIVE COMMERCIAL TRAVEL)	16171820212223
19	POC IS AUTHORIZED AS MORE ADVANTAGOUS TO THE GOVERNMENT	16171819202223
20	TRAVEL PASSENGER IN POV IS AUTHORIZED	16171819212223
21	COMMERCIALY PROCURED AIRLINE TICKET(S) IS AUTH (SPEC. CIRCUMSTANCE)	16171819202223
22	NO TRAVEL ADVANCE OR TRAVEL CARD NEEDED	262728
24	RENTAL CAR AUTHORIZED	25
25	IN AND AROUND MILEAGE IS AUTHORIZED	24
26	TRAVELER IS GOVERNMENT CREDIT CARD HOLDER	222728
27	ADVANCE IS AUTH; TRAVELER IS NOT GOVERNMENT CREDIT CARD HOLDER	222628
28	ADVANCE IS AUTH; TRAVELER IS GOVT CREDIT CARD HOLDER IN ISOLATED AREA	222627
29	TRAVELER MUST CONTACT INSTALLATION DRCS BEFORE OBTAINING LODGING	
30	REIMBURSEMENT OF REGISTRATION FEES IS AUTHORIZED, PER JFTR PARA U4535	
31	WEARING OF CIVILIAN CLOTHES IS A MISSION REQUIREMENT	
32	PANOGRAPH DENTAL X-RAY ON FILE AT UNIT. TRAVELER HAS ID CARD/TAGS	
36	EXCESS BAGGAGE IS AUTHORIZED UP TO 66LBS	
37	ORDER MUST BE PAID BY 45 DAYS AFTER TRAVEL OR ORDER WILL BE REVOKED	
38	HIV TEST RESULTS MUST BE RECEIVED WITHIN 29 DAYS OF ISSUE ORDER	
39	OBLIGATION CONTINGENT UPON PASSED APPROPRIATION LEGISLATION	
51	THIS IS A PERSTEMPO EVENT	52
52	THIS IS NOT A PERSTEMPO EVENT	51
53	CONF LDG ALLOW AUTH AT 25% OVER PER DIEM BY HOST	
60	RENTAL CAR NOT AUTHORIZED	24
61	RENTAL VAN AUTHORIZED	23242260